



LEWIS AND CLARK COUNTY

DEPARTMENT OF RESTORATIVE JUSTICE AND COURT SERVICES

REQUEST FOR PROPOSALS CRIMINAL JUSTICE DATA ANALYSIS, RECOMMENDATION, AND PLAN

PROPOSALS DUE:
June 11, 2018

PROJECT SCHEDULE

Request for Proposals Issued	April 29, 2018
Notice of Intent to Respond Due	May 14, 2018
Requests for Clarifications Due	May 29, 2018
Clarification Addenda Issued	June 4, 2018
Proposals Due	June 11, 2018
Proposal Evaluation / Scoring (on or about)	June 18, 2018
Consultant Selection / Contract Negotiations (on or about)	June 25, 2018

INTRODUCTION

Lewis and Clark County is soliciting responses from qualified firms to conduct a comprehensive review and assessment of the criminal justice data collection systems. This is a critical process to establish baseline information, track trends, and is needed to implement new programs, as well as evaluate and modify existing programs through the county's criminal justice system.

Lewis and Clark County has received a grant from the Montana Healthcare Foundation to conduct a criminal justice data analysis and provide a comprehensive recommendation and plan. This request for proposals (RFP) is to select a consultant to analyze the data systems currently in use throughout the County's criminal justice system, determine which data sets should be captured, recommend one comprehensive system that could take the place of the varied systems, and develop a plan for ongoing data collection and analysis using the new system.

BACKGROUND

Lewis and Clark County's criminal justice data systems, collectively, are fragmented which causes them to be ineffective. This includes data systems used by the Sheriff, Police Departments, Courts, Department of Restorative Justice and Court Services, as well as services providers including, but not limited to St Peters Health, Center for Mental Health, Boyd Andrew, and Journey Home. Understanding which data sets should be captured and collecting that data will allow the County to address aspects of the criminal justice system that might merit reform. As an example, as a County, we want to know who is being assigned money bail and for what kind of charges. We want information on whether cases involving poor defendants have outcomes different from cases involving more affluent defendants. We want to collect data on ethnicity, which will show how different ethnic groups in the County are treated by the criminal justice system. As a member of the Stepping Up Initiative we should be collecting data on the mental health of each person interacting with the legal system. And for a more accurate picture of recidivism, we need to collect data on whether probation and parole revocations are due to technical violations or to arrests for a new offense.

More than simply knowing the data sets to measure, Lewis and Clark County is interested in identifying one comprehensive data collection system that might replace the various systems currently in place. Currently the Restorative Justice and Court Services Department uses one system, the Sheriff's Department uses another, the Helena Police Department uses another, and the Courts use yet another system. Local service providers each use their own systems, and with

HIPPA restrictions, accessing their data can be difficult, if not duplicative. If, indeed, one system cannot be found to address the unique needs of each entity in the criminal justice system, the County is interested in learning of a system that might import data.

Merely having the data and the ability to query specific reports is not enough. Lewis and Clark County seeks a long range plan for ongoing data collection and analysis. This plan may include a contracted provider or an internal staffing pattern. The ability to monitor for trends, provide answers to community members' questions, and continually work to improve the system must be met.

SCOPE OF SERVICES

Lewis and Clark County is seeking the services from a qualified consultant to provide a criminal justice data analysis, a comprehensive recommendation, and a long range plan. The goal of this assessment is to provide the County with a clear understanding of the data systems currently in use throughout the county's criminal justice system, determine which data sets should be captured, recommend one comprehensive system that could take the place of the varied systems, and develop a long range plan for ongoing data collection and analysis using the new system. The project will include an analysis of the following areas:

1. Existing Information Technology Environment Assessment – Evaluation of the existing data systems currently employed throughout the Lewis and Clark County criminal justice system and provider networks, including current system capability, age, contract status, capacity and available resource for all end users.

2. Data Sets – A comprehensive list of data to be captured and measured.

3. Recommendation of Data System – Recommendation of one comprehensive data system that could replace the various systems used throughout the county; including a timeline for phasing departments in the new system, and an alternative for departments who cannot switch to a new system.

- Identify where gaps exist in the current systems.
- Identify areas of infrastructure/system improvements that would increase operational effectiveness (efficiency, security and functionality).
- Make recommendations regarding the potential benefits of new or emerging technologies.

4. Long Range Plan – Create a detailed long range plan for data collection and analysis that includes future technology requirements. This plan should include, at a minimum:

- Staff, responsibilities and skill levels – make recommendations regarding personnel numbers, expertise and training.
- Technology Requirements
- Technology expense and capital budgets
- Sourcing arrangements in place

DELIVERABLE:

The assessment should provide a report of the current state of the Lewis and Clark County criminal justice system data systems and its ability to capture and analyze data. The assessment should provide specific data and data sets that must be captured, a recommendation for a comprehensive data system to take the place of the current, varied, systems, and a long range plan for ongoing data collection and analysis using the prescribed data sets and new system. Additionally, it should identify any delivery options that may meet the County needs in a more cost efficient and effective manner.

RFP REQUIREMENTS

All proposers will have expertise in data analysis, and also be able to understand the varied needs of different public sector entities. Knowledge of local governments, specifically knowledge of the criminal justice system, and their operations is desirable. Proposers should demonstrate a minimum of five years' experience in data analysis, synthesis, systems, reporting, and ongoing planning or similar services.

Proposers shall submit one (1) unbound, original proposal with four (4) copies. Proposals should be limited to 16 double sided pages. This page limit does not include a cover sheet.

All proposals submitted in response to this solicitation must be received in the Lewis and Clark County Commissioner's Office, 316 N Park Avenue, Room 345, Helena, MT 59623 by **4:00 p.m. on June 11, 2018** and must contain the following information:

1. Executive Summary- Proposals should include a brief summary of overall qualifications and experience of the firm, as it pertains to the Firm's ability to provide the services outlined in this RFP, including any aspects of the organization that would enable it to excel at the requested services and attributes that would provide value added benefits.

2. Technical Proposal/Work Plan- Proposals must include a detailed solution that addresses the requirements laid forth in the Scope of Services. Submitted proposals must address the firm's experience and proposed methodology in addressing each of the projects components listed in the Scope of Services. Technical work plans should also include: project time line, organizational review and any staffing or subcontractors working on the project.

3. Statement of Qualifications & Experience- Proposals should address the firm's qualifications and experience as it relates to providing the type of services specified in the Scope of Services. Proposals need to include the experience and qualifications of any person(s) that would be assigned a task under this agreement. Provide an organizational chart for the project team, identifying the key personnel dedicated to this project. Proposals should illustrate the specific types of task that would be assigned under this agreement as well as identify team leaders and primary points of contact. Provide the qualifications and experience of any subcontractors that would have a role under this agreement. Proposers must also provide the number of years the firm has been in operation.

4. Fee Schedule- Provide an overall project cost to complete the project described in the Scope of Services and provide additional fee schedules to provide any additional, optional or recommended services. Include hourly billing rates.

5. References- Proposals must also include at least five (5) public agency references for development of data assessments or similar services.

EVALUATION AND SELECTION

Proposals shall be reviewed and evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposers as it deems necessary.

Criteria	Maximum Points Possible
1. Responsiveness to the RFP – Proposals will be evaluated on the level of detail included in the response to all requests outlined in the solicitation, as well as the relevance of the responses to the needs of the County.	15 Points
2. Project Methodology and Work Plan – Proposals outline a comprehensive work plan that will fulfill the requirements listed in the Scope of Services.	35 Points
3. Overall Experience and Qualifications – Provide a comprehensive package which highlights experience with key personnel who will staff the project. Proposer has provided five (5) references and has experience with local governmental agencies.	20 Points
4. Fee Schedule – Provide hourly billings rates and an overall cost schedule.	30 Points

RFP CLARIFICATION

To ensure a fair and objective evaluation of all proposals, all questions regarding this RFP or other proposal documents shall be directed, in writing to the Point of Contact listed in the RFP. For the purpose of this RFP, email is the preferred form of communication. To be given consideration, requests for clarification must be received by the due date listed on the included Project Schedule. Questions will be documented and an addendum will be issued with the responses. Such addendum will be emailed to all known RFP recipients. A copy will be posted to the County websites no later than 5 p.m. on the date indicated on the Project Schedule. **Under no circumstance may the Proposer contact any County staff or elected officials directly. All official communication with Proposers and questions regarding this RFP will be with the contact listed below:**

Kellie Goodwin McBride, Director
Lewis and Clark County
Department of Restorative Justice and Court Services
316 N. Park Avenue #244, Helena, MT 59623
(406) 447-8380
kmcbride@lccountymt.gov

ACCEPTANCE and REJECTIONS

The County reserves the right to select any or reject any and all proposals in their best interest. The County also reserves the right to reject any or all candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced or conditional qualifications. The County also reserves the right to re-solicit, waive all informalities not involving price, time or changes in the work, and to negotiate contract terms with the apparent successful candidate.

The County is not responsible for costs incurred in preparation of this proposal. Proposals will not be returned and become property of the County once submitted, which could be publically shared. By submitting a proposal, candidates agree to the terms and conditions of the RFP and the RFP will become part of the successful candidate's contract. The County will submit a draft agreement to the selected candidate to be used on this project. The County will negotiate terms with the successful candidate prior to commencement of work.

Non-Discrimination

In accordance with federal and state laws, the respondent agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or terminations; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from Lewis and Clark County unless a satisfactory showing is made that discriminatory practices have ceased and the recurrence of such acts is unlikely.

Insurance Requirements

The vendor shall maintain for the duration of the contract, at its cost, general liability insurance from an insurance carrier licensed to do business in the State of Montana in the amount of seven hundred and fifty thousand dollars (\$750,000.00) for each occurrence (minimum) and one million five hundred thousand dollars (\$1,500,000.00) aggregate. Vendor also agrees to maintain workers compensation insurance. Proof of general liability and workers compensation insurance shall be provided to the County prior to commencing work under this agreement. The County must be listed as additional insured on the general liability insurance certificate.

Submissions received after the Proposal Deadline as indicated in the project schedule will not be accepted.

ATTACHMENT 1 NOTICE OF INTENT TO RESPOND

_____ (Firm) received the above solicitation.

We have reviewed the solicitation and we:

☐

Do

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Do not intend to provide a proposal.

Firm Name _____

Representative _____

Title _____

Mailing Address _____

Telephone _____

Fax _____

Email _____

Please return this **Notice of Intent to Respond** by 4:00 P.M. MST May 14, 2018 to:

Kellie Goodwin McBride, Director
Lewis and Clark County
Department of Restorative Justice and Court Services
316 N. Park Avenue #244, Helena, MT 59623
(406) 447-8380
kmcbride@lccountymt.gov

(It is not mandatory that you return this Intent to Respond Form by the above date and time in order to submit a proposal. However, doing so will ensure that you receive any addendums and responses for clarification.)